

nounce the hour for closing the Institution for the night; and after that time no employees must be out without the express permission of the Superintendent.

It shall be his duty to pass around the out-buildings at least every hour in the night, and have a particular care over the apartment occupied by the female patients, besides strictly observing such special directions for the night as may be given him by the Superintendent or other superior officer.

He shall notice all unusual sounds in the patients' rooms and give immediate information of the same to the proper attendant.

He shall be required to keep a Watch-book and enter therein every morning all occurrences coming to his notice during the night: all lights, unusual sounds, talking, etc., locating the same if possible.

It shall be his duty to note accurately the time of the return of any absentee or the departure of anyone from the building. All irregularities or violations of the rules of the Institution, seen by him, must be reported.

Should he discover a fire in any part of the Hospital or out-buildings he shall immediately give notice, first to an officer and then to the attendants, but never raise a general alarm.

At daylight of each day he shall ring the Hospital bell again, when his duties will cease until the next evening.

NIGHT ATTENDANTS.

The night attendant for each sex shall go on duty at sunset, assist in distributing supper and putting the patients to bed, receive instructions from the Chief Attendant in regard to the condition of any violent or excited patient, pass through the wards at least every hour during the night, noting in a book kept for that purpose all excited or restless patients, and any other item occurring in the wards, administer all medicines required through the night and report on the same the next morning.

AUDITOR OR ACCOUNTANT.

The Auditor or Accountant shall keep in a regular set of books clear, methodical accounts of all moneys received or paid by him for the Institution, etc., and shall exhibit these accounts to the Directors or Executive Committee quarterly, or oftener if required, made out in full with all the items specified. He shall hold the funds of the Hospital at all times subject to the claim of the Institution, and, except for contingent expenses and such other matters as the Board of Directors may direct, shall pay out money only on